

# **U.S. Consulate General, Mumbai, India**

**Vacancy Announcement Number: 11/2016**

**OPEN TO:** All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

**POSITION:** Public Health Specialist (Tuberculosis)

**OPENING DATE:** April 19, 2016

**CLOSING DATE:** May 2, 2016

**WORK HOURS:** Full-time 40 hours/week

**SALARY:** Ordinarily Resident (OR): FSN-11 ₹ 1,792,389 p.a.  
Not-Ordinarily Resident (NOR): FP-04\* \$ 63,632  
\*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Mumbai is seeking eligible and qualified applicants for the position of Public Health Specialist (Tuberculosis).

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

## **BASIC FUNCTION OF POSITION**

Under the close supervision of the Division of Global HIV and Tuberculosis (DGHT) TB Branch Chief, the job holder serves as Tuberculosis (TB) program manager and key public health technical advisor to the official in charge of the organizational unit that is responsible for programs conducted in the area of TB services. The job holder's responsibilities include an active technical advisory role to the Ministry of Health and implementing partners, day-to-day program and administrative management, and coordination and collaboration with other U.S. Government agencies to ensure project implementation addresses program strategic objectives and U.S. and host government national and international public health standards and best practices. Both the advisory and managerial roles require public health technical leadership, results-oriented analysis, advocacy, and constant and clear communication with the Ministry of Health, other host government ministries, implementing partners, and non-governmental organizations (NGOs). The job holder represents Center for Diseases Control (CDC) India on TB issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies.

## QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** A doctoral-level degree (Doctor of Public Health (DrPH), Doctor of Medicine (MD) or Doctor of Philosophy (PhD) or host country equivalent degree in medicine, public health, epidemiology, behavioral or social science field is required.
2. **EXPERIENCE:** Three years of mid-to-senior level public health experience developing, implementing and evaluating TB programs or other relevant public health programs that involve coordination with an international agency or implementing partner is required.
3. **LANGUAGE:** Level IV (Fluency) speaking, reading and writing of English is required. (This will be tested). Level IV (Fluency) speaking of Hindi or Marathi is required. **(When applying for the position, please indicate your level of proficiency with the language)**
4. **SKILLS AND ABILITIES:** Must have strong oral and written communications skills to develop and maintain effective, sustainable working relationships with national and international working partners and to accomplish reporting requirements. Must have strong managerial skills to operate independently with limited direct supervision of day-to-day activities and to lead results-driven project teams and workgroups. Must be able to analyze, understand and discuss new program design, management and implementation approaches, including the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. . An intermediate user level of word processing, spreadsheets and databases is required. Strong skills in interpretation of program monitoring and evaluation data are required.
5. **JOB KNOWLEDGE:** A cross-cutting professional knowledge of TB activity is required, including knowledge of current TB infectious disease issues, behavior change, counselling, care, testing and clinical interventions related to TB treatment. Detailed knowledge of the host government health care systems and structures, including familiarity with Ministry of Health policies, program priorities and regulations, is required. Detailed specialist knowledge of TB public health programs, policies, regulations and precedents applicable to the development and administration of national/international public health programs is required. Must have a good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities. Must have a good working knowledge of overall administrative requirements in support of memoranda of understanding and cooperative agreements.

**FOR FURTHER INFORMATION:** The complete position description listing duties and responsibilities may be obtained on our website at [http://mumbai.usconsulate.gov/human\\_resources.html](http://mumbai.usconsulate.gov/human_resources.html) and/or by contacting the Human Resources Office at +91 (0)22 2672-4354/4471/4797/4098.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

### HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*

- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

**\* IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

**\*\*** This level of preference applies to all Foreign Service employees on LWOP.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: Public Trust Security Clearance
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position

**HOW TO APPLY:** Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

### **WHERE TO APPLY:**

**Human Resources Office**

**E-mail Address:** [MumbaiHRCareer@state.gov](mailto:MumbaiHRCareer@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State

also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted By: M/HR - JEsakki

Cleared By: M/HR - SKombath

Cleared By: M/HR - BBeaupain

Approved By: CDC - DNelson

## Appendix (DEFINITIONS)

**Eligible Family Member (EFM):** An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.